

**ST. PAUL'S EPISCOPAL CHURCH
WINSTON-SALEM, NC
CHOIR SCHOOL HANDBOOK 2018-2019**

“Bless, O Lord, us thy servants who minister in thy temple: Grant that what we sing with our lips we may believe in our hearts, and what we believe in our hearts we may show forth in our lives; through Jesus Christ our Lord. Amen.” (RSCM Prayer)

The St. Paul's Choir School gives all ages an outstanding musical education through regular study and performance. Each week, members have opportunities for meeting challenges in a loving, team-oriented environment, and the privilege and responsibility of leading public worship. Through a structured incentives program centered on the Royal School of Church Music's *Voice for Life* training scheme, our singers learn to appreciate the value of achieving short- and long-range goals, both individually and collectively. Singers are exposed to great works of sacred music. In addition to weekly worship, concerts, choir festivals, and travel are a regular part of the program as well.

In order that high standards of excellence are maintained, mutual accountability is honored, and that the organization of the choirs runs smoothly and effectively, it is essential for all choir members and parents to study this Handbook, and adhere to its structures accordingly. **PARENTS AND CHOIR MEMBERS MUST SIGN THE LETTER OF COMMITMENT AND RETURN IT TO THE MUSIC DEPARTMENT BY SUNDAY, SEPTEMBER 23, 2018 (*Or your child's third Sunday participating, if he/she has joined later than Sept. 5).**

Only those who have turned in the last page will be allowed to sing.

Director of Music for Children & Youth
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Dr. Mark Ardrey-Graves
336-723-4394 x1403

CHOIRS

Choristers 3rd – 6th grades

Chorale 7th – 12th grades

These two choirs are collectively called the "Choristers"

Training Choir

Novices (K), 1st & 2nd grades

COMMUNICATION

For economic and environmental reasons, communication will take place using **email and telephone**. It is essential that we have a current email address for you, and that you read messages from the music staff promptly.

WEBSITE

<http://stpaulswinstonsalem.org/music-ministry/>

ATTENDANCE REQUIREMENTS

- **Punctual attendance at rehearsals and services/concerts is vitally important in all choirs.** The Choirs cannot perform well unless choir members are well-rehearsed for sung services.
- Choir members and their families maintain busy schedules and conflicts are inevitable. However, acceptable reasons for missing a rehearsal or service are: illness of a choir member, death or grave illness of a close family member, special school functions, and family trips (please, not too many).
- **Have no more than one service absence and one weekly rehearsal absence a month.** Prior notice of absences should be given to Dr. Mark (ext. 1403), or the choir member should sign out on the Sign-Out Sheet for his/her choir. Extended absences must be negotiated with the choirmaster in advance. **Parents:** When a project is due at school, please make sure your chorister works steadily on it and does not miss choir due to last minute catch-up work.
- Choristers who also acolyte must be in the Choir Room for the warm-up from 8:15 – 8:45 AM on Sunday mornings.

BEHAVIOR

Choir members are expected to exhibit appropriate behavior at all times.

This includes:

- Entering the choir room quietly, getting your materials from your cubby and proceeding to your place before the rehearsal begins.
- No talking during rehearsals. If you are responding to a question or have to ask one, raise your hand.
- Listening attentively and following instructions.
- Showing respect for leadership and fellow choir members.
- Moving to new locations (such as the Chancel) during rehearsals or services in as quiet and orderly a fashion as possible.

REHEARSALS

Tuesday: Novices, Choristers & Chorale

4:30 Novices Rehearsal (Choir Room B)

5:00 Snack

5:15 Choristers: RSCM *Voice for Life* Training (Choir Room A)

5:45 Choristers Rehearsal (Choir Room A)

6:30 Dismissal

Wednesday: Novices, Choristers & Chorale

4:30 Novices Rehearsal (Choir Room B)

5:00 Dinner

5:30 Choristers: RSCM *Voice for Life* Training (Choir Room A)

6:00 Choristers Rehearsal (Choir Room A)

7:00 Dismissal

Sunday: Choristers and Chorale

8:15 Rehearsal/Preparation for 9:00 AM service

Please arrive by 8:00 am in time to be vested and ready to sing by 8:15 AM. (Arriving at the church at 8:15 means you will be late to rehearsal.)

Sunday: Novices

8:45 Call Time (Choir Room B)

SPECIAL SERVICES AND EVENTS 2017-2018

<i>October 20</i>	<i>TBA</i>	<i>Choristers Fall Fun Outing</i>
<i>November 18</i>	<i>5:00 PM</i>	<i>Evensong in the Nave</i>
<i>December 23</i>	<i>5:00 PM</i>	<i>Festival of Lessons & Carols</i>
<i>December 24</i>	<i>5:00 PM</i>	<i>Christmas Eve</i>
<i>January 6</i>	<i>5:00 PM</i>	<i>Feast of Lights</i>
<i>January 18-19</i>	<i>Overnight</i>	<i>Choristers Winter Retreat</i>
<i>March 2-3</i>	<i>2-day overnight</i>	<i>RSCM Carolinas Treble Festival</i>
<i>April 18</i>	<i>Evening TBA</i>	<i>Maundy Thursday</i>
<i>April 21</i>	<i>9:00 AM</i>	<i>Easter Day</i>
<i>May 3-5</i>	<i>3-day overnight</i>	<i>Choristers Retreat at Kanuga</i>
<i>May 19</i>	<i>5:00 PM</i>	<i>Evensong in the Nave</i>
<i>July 8-14</i>	<i>Weeklong</i>	<i>RSCM Carolina Course at Duke</i>
<i>July 15-21</i>	<i>Weeklong</i>	<i>RSCM Charlotte Course</i>

Call time is **90 minutes before service time** unless otherwise noted.

EIGHT GOOD HABITS OF CHOIR

The choirs learn an enormous amount of music each year, so it is essential that every minute be used wisely. We will observe the "Eight Good Habits of Singing in Choir:"

- 1) Arrive early to have plenty of time to pick up music and get a pencil.
- 2) Use washrooms before rehearsal (no bathroom breaks are scheduled).
- 3) Use a water bottle or cup that has a lid.
- 4) Be in place and ready to sing when rehearsal begins.
- 5) Stay through the entire rehearsal.
- 6) Avoid chewing gum at all times.
- 7) Attend rehearsals regularly, and stay involved throughout rehearsal.
- 8) Place music and pencil in your storage box, return storage box, hymnal, and folder to your cubby.

CARE OF MUSIC

Music is costly and difficult to replace. Each choir member must assume the responsibility of looking after it very carefully. Markings in the music must be done in pencil. **No doodling/drawing should be done on the music.** Music must be kept neatly in its storage box and in the correct cubby.

If you are absent from a rehearsal or service when music is turned in, it is YOUR responsibility to return it to the table in the rehearsal room after it has been performed.

Each choir member is to take excellent care of his/her cubby and all its contents. If a chorister severely abuses his/her materials, he will be asked to pay to replace them.

VESTMENTS

The church provides vestments for all choir members. They are very expensive and hard to replace. Choir members must take care of their assigned vestments. Each chorister will have his/her number in the cassock, surplice, and collar, as well as on the hanger. He/she will be expected to hang it up neatly (surplice on top of cassock, collar on top) in the correct place. Parents are asked to check the vestment occasionally and wash (separately) when necessary.

ATTIRE

Choir members should wear appropriate attire with their vestments, just as certain attire is required for swimming, soccer, baseball, dance, etc.

- Dark full shoes are required for boys and girls.
- No sport shoes (tennis shoes, running shoes, etc.) are allowed for boys or girls.
- Boys must wear dark socks and long trousers with no bare leg showing.
- Low heels are preferred for girls.
- Girls, please no hair bows on the front or side of head and please be conservative with earring selection.

EDUCATIONAL EXPECTATIONS

The Choirs at St. Paul's happily acknowledge individual accomplishments in a graded way. **All members are expected to be actively working on RSCM medal/ribbon requirements.** A choir member who participates fully in the choir with good attendance, positive attentiveness, excellent performance, improving musicianship, and completion of RSCM requirements will receive a medal and/or new ribbon.

SAFETY

Parents/Guardians: Please drop off and pick up your chorister at the Goodheart Entrance (lower level entrance to the new building) for every rehearsal.

SAFETY is our utmost concern. Please encourage your choir members to wait at the entrance or under the sheltered part of the drive rather than running to find your car.

VOLUNTEER OPPORTUNITIES

- **Sunday morning** volunteers supervise vesting rooms, supply extra copies of music, and provide supervision in restrooms and sit with Novices during services.
- Helpers serve supper on **Wednesday nights** and provide supervision during supper.
- **Tuesday helpers** volunteer to provide and distribute snacks, and provide supervision, from 5:00 to 5:15.
- Parents assist with supervision at **Wednesday rehearsals**. Please sign up in the volunteer notebook.